

#08-12
01/23/2008



**** CAREER OPPORTUNITY ****

UNITED STATES PROBATION, SOUTHERN DISTRICT OF TEXAS

Position Title: Probation Clerk - Full Time Temporary Indefinite

Location: Corpus Christi, Texas

Closing Date: Until Filled

Salary Range: \$29,461 - 53,043 (CL 23/24)*
*Salary Commensurate with Qualifications

POSITION OVERVIEW:

The Probation Clerk supports the professional staff, answers and directs telephone calls; formats, types and edits documents; maintains files. Answers general inquiries from visitors; screens incoming mail and handles routine matters as authorized; routes mail to appropriate destination.

QUALIFICATIONS:

- **High School diploma. (Some college preferred).**
- **Two years clerical experience. Receptionist experience preferred.**
- **Must be able to communicate effectively with a variety of people. Excellent interpersonal skills a must.**
- **Good organizational skills. Experience in maintaining an office file system is required.**
- **Experienced and proficient with automated office systems (PC's). Corel Word Perfect preferred. 50 WPM typing.**

Positions in the United States Courts are excepted appointments. Court employees are not under the Civil Service System and are “at will” employees.

BENEFITS:

Benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases. The Court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

SUBMIT EMPLOYMENT APPLICATION TO: U.S. District Court, Human Resources Department, Attention: Shirley Curtis, P.O. Box 61010, Houston, Texas 77208. Application form can be downloaded at www.txs.uscourts.gov.

The Court reserves the right to withdraw the announcement without prior notice. Applications submitted for this position may be considered for similar positions which may occur within 90 days from date position is filled. The final candidate may be subject to a credit check and records check with law enforcement agencies.

Applicants may be asked to take proficiency tests.

EQUAL OPPORTUNITY EMPLOYER